



*AZELLA Placement Test Training

SESSION 3

SCHOOL YEAR 2015 – 2016

ARIZONA DEPARTMENT OF EDUCATION



*Session 3



*Information about *PearsonPerspective*

- * *Kindergarten Placement Test*

- * *Stages II–V Writing Scorer*

*Information about *PearsonAccess*

- * *Registering students in PearsonAccess*

- * *Lithocodes*

- * *Response Entry*

- * *Test Results*





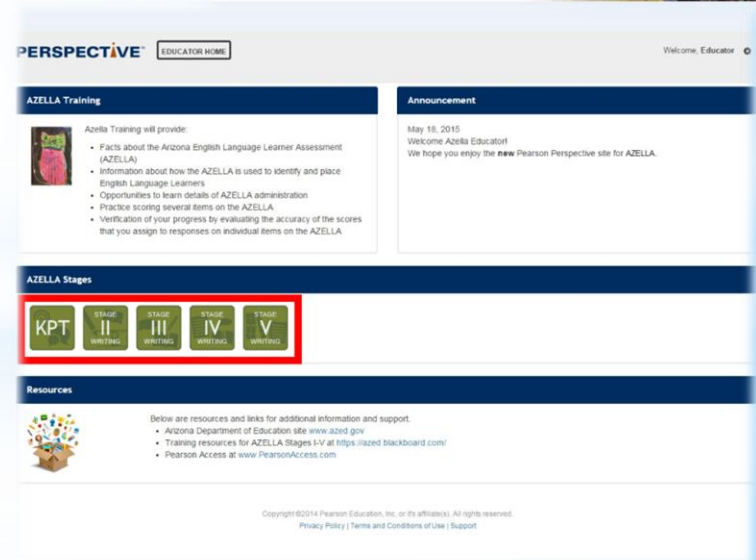
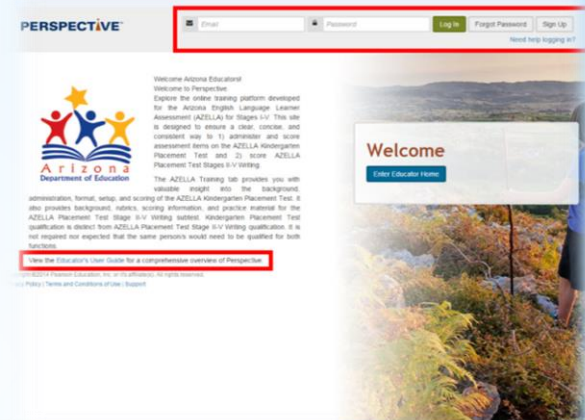
* ***Pearson Perspective***

*PearsonPerspective



Required Trainings and Qualifications

- * Kindergarten Placement Test Administration
- * Scoring Stages II – V Extended Writing Responses
 - * Complete training
 - * Pass qualification test
 - * Earn 6 hours of PD for each qualification
 - * Each qualification valid for one school year



* PearsonPerspective



Logging into PearsonPerspective

1) <https://azella.pearsonperspective.com>

* All Users must:

2) Create a new profile for the 2015-16 school year.

3) Use Key Word = **1516azella**.

4) Complete the Create Profile screen.

* Returning Users must:

* Enter their **User ID** and **Password**.

* Use the **Help** guides.

2

Returning Users

New Users

Welcome

Enter Educator Name

3

Create Account

Enter keyword to create your own profile

Keyword

Help for new users

Cancel Go

Enter the Keyword: 1516azella

4

Create Profile

Create a profile for AZELLA Training. Use this profile to track your status and progress.

WARNING: You must have signed a Text Security Agreement on file with your district or charter to continue.
Can't find your district or school? If you are a Charter or Private school, select Charter or Private from the County list.

Email Id*
Enter your work email. This will be your account login.

Confirm Email Id*

First Name*

Last Name*

Password*
Password should be 6 - 15 characters and is case sensitive.

Confirm Password*
Password must match exactly.

County or Affiliation*
Select the county, charter, BIE, state or private for your district.

District Name*
Select your district.

Submit Cancel

After initial profile has been created - Returning Users Login

Login Window

Email

Password

Login Forgot Password

New User? 1516azella Go

* Kindergarten Placement Test



The 4 Parts of Training & Qualification

* Part 1 – Overview

- * The Overview provides general information about the training.

* Part 2 – Training Set

- * The set contains professionally scored samples with annotations.

* Part 3 – Practice Set

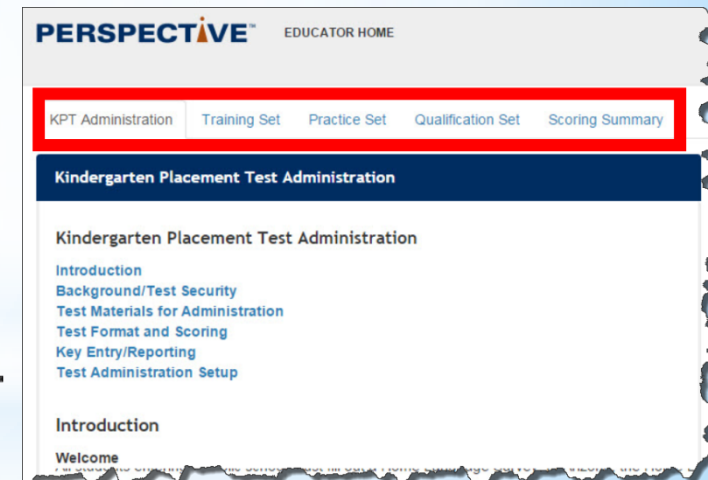
- * The Test Administrator will score the samples. The annotations (correct score points) will be provided after the practice scores are submitted.

* Part 4 – Qualification Set

- * The Test Administrator will score the Qualification Set. The annotations (correct score points) will be provided after the scores are submitted.
- * **To qualify as a Kindergarten Test Administrator, 100% must be received.**



Approximate
time to
complete is
6 hours



The Test Administrator Qualification Number must be documented on the Kindergarten Student Response Sheet in Box C.

[illegible]

* *Writing Stages II-V Scorer*



Training & Qualification per Writing Stage

The Test Administrator must carefully read and review the Training and Practice Sets before attempting the Qualification Sets.

Approximate
time to
complete is
6 hours



- * There are 2 Training Sets.

- * These Training Sets provide professionally scored samples with annotations.

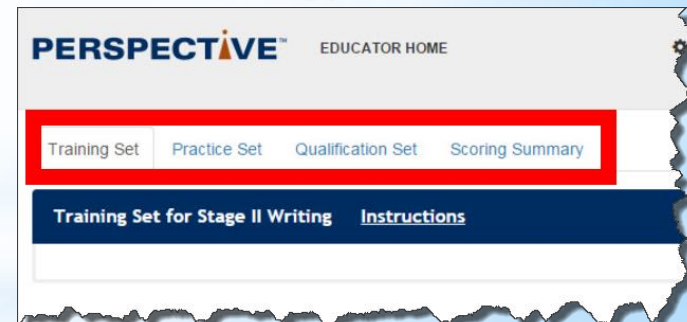
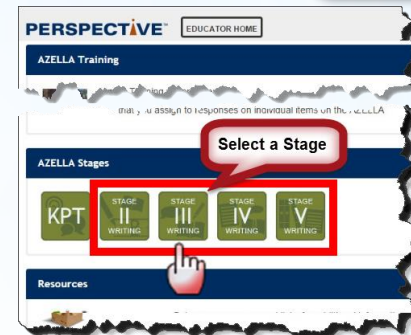
- * There are 2 Practice Sets.

- * The Test Administrator will score the samples. Annotations are provided after the scores are submitted to identify the correct score points.

- * There are 2 Qualification Sets.

- * There are 2 writing prompts with 10 papers per prompt to score.

- * The Test Administrator will score the 2 Qualification Sets (20 papers). The annotations (correct score points) will be provided after the scores are submitted. The qualification criteria will be found on the next slide.



* *Writing Stages II-V Scorer*



Qualification Criteria

* A Qualification Set includes:

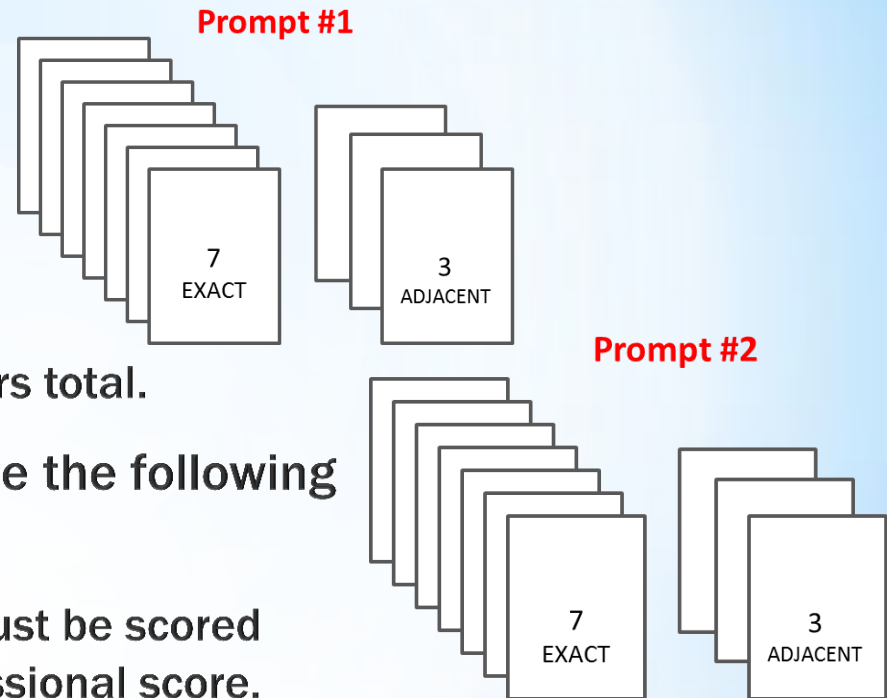
- * 2 prompts.
- * 10 papers per prompt or 20 papers total.

* The Test Administrator must score the following per prompt:

- * At least 7 out of the 10 papers must be scored with an exact match to the professional score.
- * No more than 3 out of the 10 papers may be adjacent. Adjacent scoring is only 1 point off of the professional score.

* There are 2 Qualification Sets.

- * If Set #1 is passed, there is no need to complete Set #2.
- * If Set #1 isn't passed, an attempt must be made to qualify with Set #2.



* Writing Stages Scorer



Track your progress:

* Go to the Practice/Qualification page.

PERSPECTIVE™ EDUCATOR HOME

Training Set Practice Set Qualification Set Scoring Summary

Practice Set 1 for Stage II Writing Instructions

Question: Paper 14a
Title: Boy Washing Hands
Time Limit: No time limit

Select your score

0 1 2 3

Question 1 of 20

ui sidin hed hahso

* Use the link to find the Scoring Summary Table.

PERSPECTIVE™ EDUCATOR HOME

Training Set Practice Set Qualification Set Scoring Summary

Scoring Summary for Stage II Writing Instructions

Scoring Data for User: Susan Canales
Report Created: Jun 16, 2015 9:39 AM (America/Chicago)

Test	Status	Correct/Total	Score %	Pass Y	Certificate	Scorer Code	Has Been Reset Y
Practice Set 1	In Progress	-	-	-	-	-	-
Practice Set 2	Not Started	-	-	-	-	-	-
Qualification Set 1	Not Started	-	-	-	-	-	-
Qualification Set 2	Not Started	-	-	-	-	-	-

Reset Qualification Set(s) Post

* Once qualified, print the Certificate of Qualification.

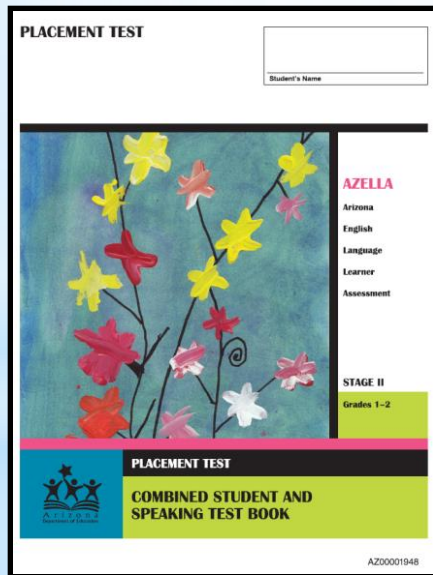


*Recording Writing Scores



Stage II Student Test Books

- * The Scorer must document the score on the response pages in the student's *AZELLA Placement Test Combined Student and Speaking Test Book*.

A response page for Session 3 - Writing Question 19. It has a header "SESSION 3 - WRITING QUESTION 19" and several blue horizontal bars for writing. At the bottom, there is a large circle containing the number "4" and the word "GOING" in green. A red arrow points to the circle. The page number "Page 3" is visible at the bottom left.

*Recording Writing Scores



Stages III – V Student Answer Documents

- * The Scorer must document the score on the student's *AZELLA Placement Test Answer Document* by recording the scores for both prompts in the gray boxes at the bottom of the SESSION 3 - Writing column.

* Writing Scorer Information



The Writing Scorer must provide the following information on the Demographic Page:

* **Box P: Qualified Writing Scorer Name**

* **Box Q: Qualified Writing Scorer Code**

* The Scorer Name and Code **must** be accurately completed on the demographic page of the Answer Document.

* The Scorer Code will also be entered into *PearsonAccess*.

* The Scorer will need to use the qualification code which corresponds with the specific Stage of the test.

AZELLA Stage IV Placement Test

A District **B** School

C SAIS Number **D** First Name **E** Last Name **F** Birth Date (Month, Day, Year) **G** Grade

H Gender (Male, Female) **I** Ethnicity/Race (White, Black or African American, Asian, American Indian or Alaskan Native, Native Hawaiian or other Pacific Islander, Hispanic or Latino, Yes/No) **J** Most Recent AZELLA Proficiency Level (Overall Proficiency Level: Proficient, Intermediate, Basic, Emergent, Pre-Emergent, No Previous AZELLA) **K** Most Recent AZELLA Test Date (Month, Day, Year)

L PHLOTE Home Language Survey Responses (What is the primary language used in the home regardless of the language spoken by the student? English, Spanish, Other; What is the language most often spoken by the student? English, Spanish, Other; What is the language that the student first acquired? English, Spanish, Other)

M Test Administrator Name **N** Placement Test Date (Month, Day, Year)

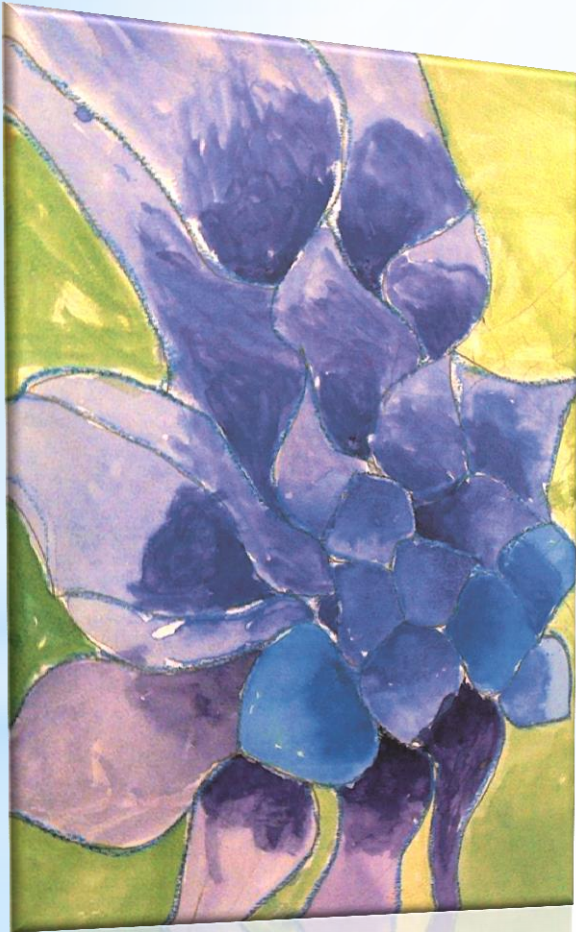
P Qualified Writing Scorer Name **Q** Qualified Writing Scorer Code

R Placement Test Results (Overall Proficiency Level: Proficient, Intermediate, Basic, Pre-Emergent/Emergent)

S Key Entry Information (Key Entered By, Key Entry Date)

Barcode: AZ00001946

50322 1 2 3 4 5 A B C D E Printed in the USA ISO4844



***PearsonAccess**

Overview

- * District Test Coordinators can:**
 - * Order additional Placement testing materials.**
 - * Grant logon privileges to other users.**
 - * Register students for Placement testing.**
 - * Key-enter student responses/scores.**
 - * Download student results.**



* *Student Data Entry*



Key Entry

- * All Placement Test student registrations and student test responses are key-entered and submitted **online** through *PearsonAccess*.
- * Registration and responses are entered by AZELLA District Test Coordinators and/or other designated staff members.
- * The AZELLA District Test Coordinator is responsible for assigning *PearsonAccess* User IDs and roles.
- * Detailed instructions available
AZELLA Placement PearsonAccess User's Guide
<http://www.pearsonaccess.com/cs/Satellite?pagename=Pearson/QuickLink/az>
- * Do **NOT** return Placement Test materials to Pearson



* Registering Students



Student Wizard

- * Prior to logging into *PearsonAccess*, download the **2015-2016 AZELLA Placement PearsonAccess User's Guide** and watch the *Registering a New Student* and *Updating Student Information* training videos. The videos are located on the right side of the *PearsonAccess* AZELLA home page.
- * Login to *PearsonAccess*.
- * Select Student Data Information under the Student Data column.

Related Links

- [Arizona Department of Education OELAS AZELLA](#)
- [Spring 2015 Reassessment AZELLA PearsonAccess Reports User's Guide](#)
- [AZELLA Spring 2015 Reassessment District Student Data File Layout](#)
- [2015-2016 AZELLA Placement PearsonAccess User's Guide](#)
- [PearsonAccess Training Video - Adding New Users](#)
- [PearsonAccess Training Video - Registering a new student](#)
- [PearsonAccess Training Video - Retrieving a Speaking Test Lithocode](#)
- [PearsonAccess Training Video - Updating Student Information](#)
- [AZELLA 2015-2016 Placement Test District Student File Layout](#)
- [AZELLA Speaking Demonstration Video - Stages I and II](#)
- [AZELLA Speaking Demonstration Video - Stages I through V](#)

PearsonAccess

Welcome to the state's gateway to services designed to help you register students for testing, order testing materials, and analyze test results.

Organizations	Student Data	Test Setup	Test Management	Placement Scoring	Test Results
View Organizations <ul style="list-style-type: none">• View Organizations Send Organizations <ul style="list-style-type: none">• Send Organizations	Student Data File Summary Student Data Information <ul style="list-style-type: none">• Filter and sort students• View total student counts• Change student data	Enter Administration Details <ul style="list-style-type: none">• Supplemental administration information Counts <ul style="list-style-type: none">• Enter student counts to order test materials Order Additional Materials and Tracking <ul style="list-style-type: none">• Order additional materials• Track orders and view shipment information	Student Registration <ul style="list-style-type: none">• Assign students to paper & online tests• Update student demographic data before testing• View student counts by administration Resolve Student Test Alerts <ul style="list-style-type: none">• Examine and resolve issues with completed tests	Response Entry <ul style="list-style-type: none">• Response Entry View Status Reports <ul style="list-style-type: none">• View Status Reports	Published Reports <ul style="list-style-type: none">• View, download and print access to daily published reports and extracts by organization

Click Here

TAD

* Student Wizard



Step 1 – Enter Student Details

- * On the Student Data Information page, select **New Student**, which is located under the grayed-out Search box on the left side. This will launch the New Student Wizard.

- * Using the Student's Response Sheet, complete the section – **Step 1: Edit Student Details**.

- * Click on **Save and Next**.

- * If “duplicate student” error message is received – Contact the AZELLA Team at AZELLA@azed.gov.

TAD

* Student Wizard



Step 2 – Test Registration Details

- * Complete Step 2: Edit Test Registration Details.
- * The Test Administration will default to AZELLA Placement (2015-2016).
- * Enter student details.
- * Click on Save and Next.
- * Check the SDELL70 Report to identify if a student has taken the AZELLA previously.

Step 2: Edit Test Registration Details

Student Name: SAMPLE, STUDENT
Organization: Test School

Test Administration: AZELLA Placement (default)

Grade: 01

What is the primary language used in the home regardless of the language spoken by the student? English

What is the language most often spoken by the student? Spanish

What is the language that the student first acquired? Spanish

Has Student Ever Taken an AZELLA Test? No

Most Recent AZELLA Proficiency Level: <select>

Most Recent AZELLA Test Date: [] [] [] [] [] []

Save and Next

TAD

* *Student Wizard*



Step 3 – Select Registration Group

- * Complete Step 3: Select Registration Group.
- * Create a **New Group** or select an existing group.
- * Mark appropriate box and click on **Save and Next**.

New Student
[Return to Student Data Information](#)

1 2 3 4

Student Details Test Registration Details **Registration Groups** Assigned Tests

Student registered for testing.

Step 3: Select Registration Groups Save and Next Exit

Student Name: LEE, DAVID
Organization: PRICKLY PEAR ELEMENTARY SCHOOL
Test Administration: AZELLA Placement

Create a **New Group** and then select the group, or
select an existing group;
then click on the **Save and Next** button

☒ New Group
☒ NEW GROUP
☐ PT TEST

Results: 1 to 2 of 2

* Student Wizard



Step 4 – Select Assigned Test

- * Complete Step 4: Select Assigned Test.
- * Select the appropriate test for the student:
 - * Grade K: *AZELLA Kindergarten Placement Test*
 - * Grades 1-2: *AZELLA Stage II Placement Test*
 - * Grades 3-5: *AZELLA Stage III Placement Test*
 - * Grades 6-8: *AZELLA Stage IV Placement Test*
 - * Grades 9-12: *AZELLA Stage V Placement Test*
- * Click on Save and Exit, if the test name is correct.
- * Click on Exit, if the test name is incorrect.

New Student
[Return to Student Data Information](#)

1 2 3 4

Student Details Test Registration Details Registration Groups **Assigned Tests** Student added to groups.

Step 4: Select Assigned Tests Save and Exit Exit

Student Name: LEE, DAVID
Organization: PRICKLY PEAR ELEMENTARY SCHOOL
Test Administration: AZELLA Placement

<input type="checkbox"/>	Name
<input checked="" type="checkbox"/>	AZELLA Stage III Placement Test

Select the appropriate **AZELLA Placement Test** by checking the box;
then click on the **Save and Exit** button

Results: 1 to 1 of 1
Test Details
Format: Online

* *Student Wizard*



Confirmation of successful student registration

- * A confirmation screen will appear to show that the student was registered.
- * From the confirmation screen, another student can be added or a list of other students entered for the Placement Test can be seen.
- * Proceed to testing the student.
- * For Stages II – V, the Speaking Test Lithocode must be retrieved before the Speaking Test can be completed.

New Student

[↑ Return to Student Data Information](#)

The student 'DAVID LEE' was successfully created with the Student Code "

Enrollments: **PRICKLY PEAR ELEMENTARY SCHOOL**

Registered Groups: **PT TEST**

Registered Tests: **AZELLA Stage III Placement Test**

What would you like to do next?

- [Edit this Student](#)
- [Go back to Manage Student Data](#)

to add another student

* Stages II – V Lithocodes



Where to find a Stage II – V Lithocode?

There are 2 ways to find the student's Lithocode:

1. On the Placement Scoring tab –

- * Select View Status Reports link.
- * Select School Cycle Status Report.
- * Locate the student's name. The Lithocode will be listed with the student's name.

View Status Reports
[Return to Placement Scoring](#)
 AZELLA Placement (2015-2016) [Change](#)

School Level Status Reports
School Cycle Status Report
 • This link generates an on-screen report that displays a list of submitted status. The report data is for the current reporting cycle.

School Cycle Status Report
 • This link generates an on-screen report that displays a list of submitted status. The report data is for the current reporting cycle.

School Cycle Status Report - Sample Elementary School

Group	Student	Grade	SAIS ID	Speaking Lithocode	Assessment Date	Status	Scale Score	Proficiency Level
Mr. Apple	STUDENT_SAMPLE1	03	00055500	02020201	3/12/2015	Not Started	N/A	N/A
Ms. Peach	STUDENT_SAMPLE2	07	00022200	01010101	3/12/2015	Not Started	N/A	N/A

2. On the Placement Scoring tab –

- * Select Response Entry.
- * Select assigned group.
- * Click on student's name. The Lithocode will be listed with the student's name.

Placement Scoring Overview
[Return to Home](#)

Task
Response Entry
 • Response Entry

View Status Reports
 • View Status Reports

Response Entry
[Return to Placement Scoring](#)
 AZELLA Placement (2015-2016) [Change](#)

Student Selector << >>

Groups
☐ SAMPLE PLACEMENT
☐ SAMPLE.A
☐ SAMPLE.B
☐ SAMPLE.C
☐ SAMPLE.D
☐ STUDENT_SAMPLE1
☐ CARLOS FANCIA

Reporting Cycle: 1 Deadline: 03/27/2015 Days remaining: 9

Student Details
 Student Name: STUDENT_SAMPLE1 [View History](#) SAIS ID: 00022200 DOB: 06/27/1999 Grade: 10

Select Test:
☐ AZELLA Stage V Placement Test (Speaking Lithocode: 01010101) [Not Started](#)

* Placement Tests Key Entry



Key-Entry Data User:

- * Set organization to school level.
 - * Select student
 - * Enter Qualified Writing Scorer Code
 - * Enter test date with student results.
-
- * The test date for the *Kindergarten Placement Test* is the date when it was administered.
 - * The test date for **Stages II – V** is the date when the **Speaking Test was administered** to the student.
 - * Click “Save” and “Submit” when the key entry has been completed for each student.

Response Entry
AZELLA Placement (2014-2015)

Student Selector: MISS APPLE, MISS PEACH, MR PLATE, SAMPLE, STUDENT

Student Details: Student Name: SAMPLE, STUDENT; SAS ID: 55555555; DOB: 03/12/2007; Grade: #1

Select Test: AZELLA Stage II Placement Test (Speaking Lihcode:)

Enter Scores: Qualified Writing Scorer Code: 1234; Assessment Date (MM/DD/YYYY): 07/01/2013

Listening 1-8: A, B, C, C, NR

Save

Response Entry
AZELLA Placement (2014-2015)

Student Selector: MISS APPLE, STUDENT, SECOND, MISS PEACH, MR PLATE

Student Details: Student Name: STUDENT, SECOND; SAS ID: 22222222; DOB: 05/05/2009; Grade: #2

Select Test: AZELLA Stage II Placement Test (Speaking Lihcode:)

Enter Scores: Qualified Writing Scorer Code: 1234; Assessment Date (MM/DD/YYYY): 07/01/2013

Test Results: Speaking scores have not been received. Please check back for test results.

Stages II – V

Submit Test Confirmation

AZELLA Placement (2015-2016)

Submit Test Confirmation

You are about to submit this student's assessment

Student Name: H.M.L.M.H.P, ABCDEF

Continue with submit?

You will not be able to update this assessment or view entered scores once you submit.

Yes - Submit, No - Cancel

* Kindergarten Test Results



Home | Administrative Management | Support | Logout

Home Organizations Student Data Test Setup Test Management Placement Scoring Test Results

Overview Response Entry View Status Reports

Current organization: SAMPLE ELEMENTARY SCHOOL (06753090000000000001) [change organization](#)

Home > Placement Scoring > Response Entry

Response Entry

[Return to Placement Scoring](#)

AZELLA Placement (2014-2015) [Change](#)

Student Selector << >>

Groups

- MISS APPLE
- MISS PEACH
- STUDENT, KINDER**
- MR PLATE

Reporting Cycle: 01 Deadline: July 04, 2013 Days remaining: 3

Successfully saved at: 07/01/2013 12:01:57 PM CDT

Student Details

Student Name: **STUDENT, KINDER** [View History](#) SAG ID: DOB: 01/09/2008

Select Test:

☒ AZELLA Kindergarten Placement Test Submitted

Enter Scores

Test Results
Scale Score: 292 Proficiency Level: Proficient

Qualified Administrator Code: 01234

Assessment Date (MM/DD/YYYY): 07/01/2013

SCORE KEY ENTRY

Keep in Student's File

Student: **Angel Lopez**

Scale Score: **292**

Proficiency: **Proficient**

Placement: _____

Notes: _____

Key Entered by: **Erin Rogers**

Key Entry Date: **8/28/2015**

Once key entry is complete, the test results are **instant**.

* Stages II -V Test Results



Student Details

Student Name: LAST D, FIRST D ([View History](#)) SAIS ID: DOB: Grade: 2

Select Test:
☒ AZELLA Stage II Placement Test - Cycle 05 ★ Scored

Enter Scores Uncomplete Invalidate Test

Test Results

Scale Score: **2500** Overall Proficiency Level: Intermediate

*Total Combined: **Proficient**
 *Reading: **Intermediate**
 *Writing: **Proficient**
 Oral: **Proficient**

*A determination of Proficient on AZELLA requires a Proficient Score on the Reading and Writing Domain Scores as well as a Proficient Score on the Total Combined Score.

► Qualified Writing Scorer Code: 12345

► Assessment Date (MM/DD/YYYY): 11/21/2013

Stages II – V results are available as soon as a few hours but no more than 2 days after the Speaking test and key entry have been completed.

To view student's results: (1) Set organization to school level (2) Select Placement Scoring tab (3) Select Response Entry (4) Select the group where student was assigned (5) Select student name and the radio button under the student's name

Record the date of the test and the Overall Proficiency Level on the test document.

AZELLA Stage IV Placement Test

A District **B School**
 Tumbleweed Prickly Pear High School

C SAIS Number **D First Name** **E Last Name** **F Birth Date**
 01234578

G Gender **H Ethnicity/Race** **I Grade**
☐ Male ☒ White ☐ American Indian or Alaskan Native
☐ Female ☐ Hispanic or Latino ☐ Black or African American ☐ Native Hawaiian or other Pacific Islander
☐ Yes ☐ No

J PHLOTE Home Language Survey Responses
 What is the primary language used in the home regardless of the language spoken by the student?
☐ English ☐ Spanish ☐ Other

K Most Recent AZELLA Proficiency Level
 Overall Proficiency Level: ☐ Proficient ☐ Intermediate ☐ Basic ☐ Emergent ☐ Pre-Emergent ☐ No Previous AZELLA

L Test Administrator Name **M Placement Test Date**
 Qualified Writing Scorer Name: Month Day Year
 Qualified Writing Scorer Code:

N Placement Test Results
 Overall Proficiency Level: ☐ Proficient ☐ Intermediate ☐ Basic ☐ Pre-Emergent/Emergent

O Key Entry Information
 Key Entered By:
 Key Entry Date:

AZ00001946



Session 3 is completed.
Close this presentation and
then:

- mark this session as **Reviewed** and
- continue with Session 4.